

Audit Finance Committee Meeting Minutes

January 15, 2026 – 9.00 a.m.

Committee Members**Present:** Mark Earl, Tom Mudano, Joelle Neri, Lori Romano**Quorum Present:** Yes**Others Present:**

PHWB Staff – Jerome Saltino, Theresa Miner, Nicole Beverley, Ania Williams

Proceedings:

Meeting called to order at 9:00 a.m. by Mark Earl

Public Comments

No public comments were received.

Action Item 1 – Minutes from February 11, 2025, Audit Finance Committee Meeting

Mark Earl asked the committee members to review the minutes from the February 11, 2025, Audit Finance Committee meeting for any corrections or comments. Hearing none, a motion was made to accept the minutes of the meeting.

MOTION was made by Joelle Neri to approve the minutes.

MOTION was seconded by Tom Mudano. MOTION carried 4-0.

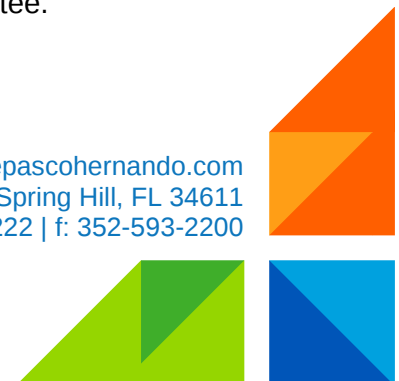
Action Item 2 – Approval of Revised Financial Policies and Procedures Manual

Theresa Miner presented the revised Financial and Procurement Policies and Procedures Manual and summarized the updates made to align the manual with current state and federal requirements. Key revisions included updated organizational titles; personally identifiable information and security requirements; financial system and federal award provisions; procurement methods, approval thresholds, and documentation requirements; statewide standardization of tools and services; electronic payment and signature processes; travel and billing procedures; records retention requirements; and the increased Single Audit threshold of \$1,000,000. The revised manual was presented with an effective date of July 1, 2025.

The Committee discussed the Chief Executive Officer payment approval authority of up to and including \$10,000 and confirmed that invoices or purchases may not be divided to avoid required approval thresholds. The Committee also discussed cybersecurity and sensitive-information training. Staff confirmed that mandatory training is completed annually and that employees receive additional system-specific training required by applicable state and federal agencies.

MOTION was made by Lori Romano to approve the revised Financial and Procurement Policies and Procedures Manual for final review and approval by the Executive Committee.

MOTION was seconded by Tom Mudano. MOTION carried 4-0.



Information Item 1 – Financial Reports

Theresa Miner reviewed the Financial Reports for the period of July 1, 2025, through November 30, 2025.

Discussion Item 1 – Officer Transition

Jerome Salatino discussed officer and committee transitions in preparation for the annual Board meeting in June.

With no further business to discuss, the meeting adjourned.

